



Moanalua High School

The Word

A Monthly Publication – Volume 44, Issue 3 – September 2014

Dear Parents or Guardians:

Thank you for your participation and attendance at our Open House on August 14th and for your support in making the beginning of the school year a smooth one.

SEPTEMBER 11, 6:30pm – Principal's Coffee Hour hosted by the Moanalua High PTSA

We encourage all parents to attend this forum with the Principal. We will also have presentations by PTSA, College Counselor, and Vice-Principals regarding discipline and Chapter 19. Hope to see you there!

Parents, please **do not double park behind parked cars** in the Moanalua High School parking lots when arriving early to pick up students. Teachers who have children to pick up or appointments elsewhere are often not able to leave when necessary. Please be considerate of them.

Reminder of guidelines regarding cell phone and Smart phone use:

- With Teacher's permission, cell phones may be used in class for information gathering. Otherwise, in the classroom, cell phones should be put away.
- Before and after school, during recess and lunch, students may play games and listen to music, provided they use earphones.
- From the time the opening bell rings in the morning, till the end of school bell - students **should not be talking on the phone**. This is disruptive and we do not want students calling students in other schools.
- Students should not take pictures or videos of others, unless they have the subject's permission.
- Cell phones may be confiscated for any of the following: students do not abide by classroom directives, students talk on the phone during the school day, students do not use earphones when listening to music, or students take photos or videos without subject permission.
- Confiscated cell phones still need to be turned into vice-principals who may assign detention or call home for repeat offenders.
- Students are responsible for their phones or any other electronic device that they choose to bring to school.

Appropriate Dress- Please remind students

- Should not be seeing their underwear. (No cut up tops, see through fabric or hanging pants that shows underwear.)
- Students should dress appropriately for formal education.
- No suggestive pictures and no offensive phrases.
- No display or advertisement of drugs, alcohol or weapons.

I would also like to take the opportunity to inform you of the following very important events and activities:

- **Federal Survey Cards** will be distributed to all students on **Tuesday, September 9, 2014** with directions for students to take them home for your attention. Please complete the necessary information, sign the card and have it returned immediately (the very next day). It is important that we account for 100% of all federal survey cards for school funding purposes.
- **Student progress** at the midpoint of each quarter should be available to parents via Jupiter Grades. Midpoint of the first quarter should September 12, 2014.
- **Homecoming week – September 15-19.**
- All students who were in Grade 10 and took the State of Hawaii Assessment (HSA), in Spring of 2014 will have their test results distributed in homeroom during the third week of September. Students will be instructed to take home the test results. If you have any questions, please call your child's counselor at 305-1000.
- **Exam Week** for the first quarter will begin on **Monday, September 29th**. Please note that during exam week students take exams or assessments according to the following schedule: Monday – Periods 1 and 2, Tuesday – Periods 3 and 4, Wednesday – Periods 5 and 6, Thursday-Period 7 – make up exams, Friday – make up exams. During exam week students are excused from school after they complete their exams, and are encouraged to study and prepare for remaining exams or make up exams. Students should also take the time to seek out teachers for assistance during teacher office hours.
- **Registration for the next school year**, which has previously taken place in October, will be moved to January for this year. More information will be coming in future issues of the WORD.

We appreciate your patience as we adjust to the new 7 period schedule. We had a few kinks to work out, but the students seem to have adjusted quickly. Please continue to keep informed of all school activities and to remain actively involved in your child's education.

Sincerely,
Robin Martin
Principal



2825 Ala Ilima St
Honolulu, HI 96818
moanaluahigh.blogspot.com

Principal:
Ms. Robin Martin

Vice Principals:
Mr. Wilbert Lum
Ms. Flora Nash
Ms. Carolyn Morita

Academic Officer:
Mr. Richard Taylor

Athletic Director:
Joel Kawachi

Directory:
Office: 305-1000
Attendance: 305-1006
Registrar: 305-1023
Health Rm: 305-1005

Counselors
(by student surname)
Mrs. Kado-Fukuda (A-Fa)
Mrs. Apana (Fe-K)
Mrs. Yamamoto (L-Ra)
Mr. Sakamoto (Rb-Z)

College/Career
Counselor: 305-1028
Outreach: 305-1022
SSC: 305-1016
Mealtracker/
PCNC: 305-1035

College & Career Updates

September 2014

Seniors: This is the last month to research colleges/careers. Many online applications, both the Common Application and school-specific online applications, are open and you can start to work on the applications. Do not make the mistake of rushing through each online application. Every portion or question on an application is your chance to highlight your strengths. Before submitting applications online, please see Ms. Ishida so that she can review it. Continue to check your MoHS Gmail account and follow the College & Career Center on Twitter @moanaluaacc for daily announcements updates! Lastly, Quarter 1 grades are VERY important in regards to college admissions. Make sure you have a strong start to your senior year!

Juniors: You will be taking the PSAT, ACT, and SAT this year. For the first time your scores for each of these tests will count towards college admissions. For test prep options, see Ms. Ishida in T3. Also, college planning workshops for juniors and underclassmen will begin in January 2015, however please come to T3 to get ahead! Dates and times of future workshops will be published in future months.

Sophomores & Freshman: College preparation begins in ninth grade. Colleges will see your grades from your freshman year so have a positive start. Go the extra mile in your classes and form relationships with your teachers. Get involved in sports and clubs or get involved in the community!

Parents: The College and Career Weekly Bulletin is posted on the Moanalua High School website at www.moanaluahigh.blogspot.com/. Simply click on the "Contacts" tab and scroll down to the College and Career section. There will be financial aid workshops for parents in November so stay tuned for those dates.

The PSAT test will be given on October 19th, 2014. Tickets for seating can be bought during the month of September. See Ms. Ishida in T3 for more information about the test. Students will be notified when they can begin to register.

June 23, 2014

Dear Faculty, Staff and Parents:

The Asbestos Hazard Emergency Response Act (AHERA) requires our school to notify the faculty, staff and parents of the presence and status of asbestos containing materials in our school buildings.

The law further requires a management plan based upon the findings of the initial inspection.

We have conducted the required six months surveillance on December 23, 2013 and will complete the next surveillance on December 22, 2014. The results of the recently completed surveillance indicated there have been no changes in the condition of the asbestos containing materials in our school buildings.

A copy of the inspection report and the Asbestos Management Plan is available for your review in our school office or at the Safety and Security Services Section of the Department of Education (DOE).

Please contact ph. 586-3457 for additional information.

Sincerely,
Robin Martin, Principal

Annual Notification of Privacy Rights

Know your privacy rights as they apply to 1) student record information; 2) directory information; 3) surveys and other information collection; and 4) military recruitment information. For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit <http://bit.ly/FERPAHI>.

MOANALUA HIGH SCHOOL ATHLETIC PROGRAM

Moanalua High School Athletics supports the vision and mission of Moanalua High School by providing students with opportunities that will lead to excellence in academics, personal development and self-fulfillment through participation in athletics.

A student's participation in athletics enhances his/her skills for living and learning by offering different learning experiences outside the classroom. We encourage all students at Moanalua High School to try-out and participate in inter-scholastic sports.

Fall Sports (Aug.-Nov.)	Winter Sports (Nov.-Feb.)	Spring Sports (Feb.-May)
Air Rifery	Boys Basketball	Varsity Baseball
Bowling	Girls Basketball	Varsity Softball
Cross Country	Paddling	Golf
Football	Soccer	Judo
Sideline Cheerleading	Swimming	Varsity Tennis
Girls Volleyball	JV Girls Tennis	Track & Field
Soft Tennis	Wrestling	Water polo-Girls
JV Softball	JV Baseball	Boys Varsity Volleyball
Competitive Cheerleading		

ATHLETIC DEPARTMENT ON-LINE

Our web site is a great way to find information, get calendars and schedules, or the photo gallery. Check out the new additions at:

<http://www.moanaluaathletics.com>

Check out our online store for all your Na Menehune gear at:

<http://www.sidelinestores.com>

Follow MoHS Athletics on Twitter: @mohsathletics

STUDENT ACTIVITY PASSES

Students at Moanalua High School can purchase an athletic pass. **This pass allows entry to all regular season football, boys and girls basketball games, boys and girls volleyball games, wrestling and judo matches throughout the year.** The cost of the activity book is \$25.00 and the savings are incredible! **You save over \$300.00 off sport admission fees when you purchase an activity pass.** Activity passes may be purchased from Paula Kaiura (837-8066) in the Athletic office or at the parent athlete mandatory meetings.

PARENT PASSES

The OIA interscholastic Association (OIA) sells parent passes for the following sports with paid admission:

- Football \$30.00
- Boys and Girls Basketball \$40.00
- Girls Volleyball \$40.00

Parent passes may be purchased from Paula Kaiura (837-8066) in the Athletic office, parent athlete mandatory meeting.

ATHLETIC DEPARTMENT WINTER SPORTS PARENT/ATHLETE MEETING

There will be a mandatory meeting for all parents and athletes on the following dates:

- Tues Nov 9, 6:30pm (Gym-Winter sports 1)
- Wed Dec 3, 6:30pm (Gym-Winter sports 2)
- Wed Feb 18, 6:30pm (Gym-Spring sports)

The RISK video will be shown at the meeting. Both parent and athlete must view the risk video- athletic participation will be withheld until video is seen by both parent and athlete. Information regarding the athletic department rules and policies, athletic trainer procedures as well as individual team breakout sessions will be covered

FOOTBALL HOMECOMING VS. AIEA

This year's homecoming for alumni will be Friday, September 19, 2014 against Aiea High School. Please come out and support the Na Menehune and reacquaint with old friends.

ATHLETIC CLEARANCE INSTRUCTIONS

Pick up an athletic clearance packet: Athletic Packets are available in the main office, Registrar's Office, College & Career Center, training room and gym.

Contents of the packets include:

- Athletic Participation Procedures
- Hawaii DOE Parent-Athlete Handbook
- Dept of Ed Physical Examination for Athletes Form
- Student Participation and Parent/Guardian Consent, Release & Assumption of RISK Form
- Booster Club Membership Form (optional)

ATHLETIC PARTICIPATION PROCEDURE

All student-athletes must have athletic clearance prior to participation. Three things must be submitted for processing in order to be cleared for participation:

1. Dept. of Ed Physical Examination for Athletes Form
2. Student Participation and Parent/Guardian Consent, Release & Assumption of RISK Form
3. Processing Fee (\$10.00)

Completed forms (Parent Consent and Liability Form, Processing fee of \$10.00, and DOE Physical Form) must be turned in to the Athletic Directors box in the main office or Athletic Training Room.

A pink clearance slip will be available for pick up in the athletic training room when the forms have been processed. It will be the responsibility of the athletes to visit the training room and check for his/her completed clearance slip. **This pink slip is the athletic clearance to participate.** Pink slips must be given to the head coach(es) prior to participation.

Student athletes who are already athletically cleared and wish to try out or participate in another sport during the school year must obtain another copy of their pink slip (athletic clearance). Process to obtain additional pink slip:

1. Complete information on the pink slip addl form
2. Place in athletic tray, Athletic Trainers office.
3. Pink slip will be ready for pick up on Mondays and Fridays.

ATHLETIC DEPARTMENT APPRECIATION

Thank you to Pete and Olga Caldwell for donating a drone so MeneMac and the Athletic Department can explore new levels of filming.

Mahalo nui loa!
Joel Kawachi, Athletic Director



Please call Joel Kawachi at (808) 837-8066 should you have any questions regarding the Moanalua High School Athletic Department.

SCHOOL SUPPLY DRIVE

Throughout the year, the Student Government officers hold a continuous school supply drive. Initially, however, whatever is collected by the end of June will be donated to our complex schools: Moanalua, Red Hill, Salt Lake and Shafter Elementary Schools as well as Moanalua Middle and High School, but if we have a large surplus, we will donate to the rest of the State's public schools. Although we will accept ANY supply donations, the following specific supplies are most needed:

Back-packs	Colored Markers	Colored Pencils
Composition Books (non-spiral)	Crayons (16, 24 or 48 count)	Filler paper (college or wide ruled)
Glue Sticks	Highlighters (broad tip)	Index Cards, ruled or unruled (3 x 5)
Liquid Paper/Correction Tape	Pens (black, blue, red ballpoint)	Pens (Sharpie)
Portfolio w/Pockets	Protractor	Rulers (12" w/ standard & metric)
School Supply Box	Scissors (blunt or sharp tip)	Wood #2 Pencils

HOMEcomings ACTIVITIES: ALUMNI NEEDED!

The annual Homecoming Game will be played on Friday evening, September 19, 2014, versus the Na Ali'i of Aiea at the Moanalua High School Athletic Field. Kick-off will take place 25 minutes after the completion of the JV game (approx. 7:30pm). The half-time show will feature the debut of the 2014 Menehune Marching Band. Alumni are invited to participate in the Homecoming Parade on Sept. 19 at 3:00 pm. Meet in the Student Parking Lot by 2:45 pm.

HELPING HANDS HAWAII COLLECTION DRIVE

Moanalua High School, through its annual class competition monetary donation program, will be supporting Helping Hands Hawaii (HHH). In the past, we might have had some concerns about sending money to faraway places such as Southeast Asia or even the U.S. Gulf region thousands of miles away, but the HHH Program helps families right here in Hawaii, maybe even your neighbors! There are people here who live in poverty all their life, every day! Here is a way to help! If you are donating money by check, please make them payable to: HELPING HANDS HAWAII. The homeroom collection days will be: Sept. 2 or 4, and Sept 9 or 11, 2014. In addition to monetary collections, in November and December, the Student Association officers will also be planning other HHH projects. Be on the lookout for more information!

REMINDERS:

- Student IDs must be visible at all times and must use their ID cards with prepayments made to purchase meals.
- *To assure prompt attention in case of an emergency, notify the school of any changes in telephone numbers and/or addresses throughout the school year.*
- Parents are to notify the Attendance Director in cases of legitimate absences by a telephone call during the absence or by a written note within two days upon the student's return to school. The Attendance Office opens at 7:15 a.m. daily. The telephone number is 305-1006.
- *Parents will be notified through the automated calling system for any unexcused absences from 1 or more periods.*
- Off-Campus passes will be issued through the Attendance Office. Please allow 24 hr. courtesy notice to release your child. **Emergency notification allowed with 1 hour notice, however please be aware that we may not be able to accommodate your request immediately.**

Student Bus Transportation/Free & Reduced Meals:

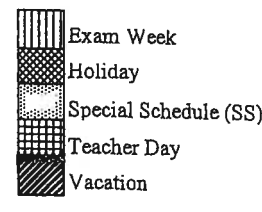
Please be aware that the DOE policy requirement for students to present a valid bus pass to the bus driver in order to board the bus will be strictly enforced. Some families may be eligible for bus subsidies depending on their income. Please refer to the "Letter to Households – National School Lunch Program/School Breakfast Program"

School Alerts via Text Messages

The school may, periodically, send notifications via text messaging. These may include general school announcements and/or emergency announcements. In order to receive text messages from the school, text the word **Join** to the number **56360**. You will receive a confirmation message thanking you for joining school alerts. Create a contact on your phone with the school's name, or another meaningful name, and the phone number 56360. Then, when you receive a text from this number, you know who is sending it.

At any time, you can unsubscribe by texting **Stop**. Please be aware that standard text-messaging rates may apply.

2014 - 2015 MOANALUA HIGH SCHOOL A / B / C CALENDAR

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Monday - A1 Day

8:30 to 9:31	Period 1
9:31 to 9:46	Recess
9:51 to 10:58	Period 2
11:04 to 12:05	Period 3
12:05 to 12:38	Lunch
12:43 to 1:44	Period 4
1:50 to 2:51	Period 7
2:51 to 3:20	Tutorial

Tuesday - A2 Day

8:30 to 9:31	Period 1
9:31 to 9:46	Recess
9:51 to 10:58	Period 2
11:04 to 12:05	Period 5
12:05 to 12:38	Lunch
12:43 to 1:08	HR
1:14 to 2:15	Period 6
2:15 to 2:39	Tutorial
2:44 to 3:25	Meeting

Wednesday - A3 Day

8:30 to 9:31	Period 3
9:31 to 9:46	Recess
9:51 to 10:58	Period 4
11:04 to 12:05	Period 5
12:05 to 12:38	Lunch
12:43 to 1:44	Period 6
1:50 to 2:51	Period 7
2:51 to 3:20	Tutorial

Thursday - B1 Day

8:30 to 9:55	Period 1
9:55 to 10:10	Recess
10:15 to 10:52	CAP
10:58 to 12:23	Period 2
12:23 to 12:56	Lunch
1:01 to 2:26	Period 3
2:31 to 3:25	Meeting

C1 Day

8:30 to 9:55	Period 1
9:55 to 10:10	Recess
10:15 to 10:46	HR
10:52 to 12:17	Period 2
12:17 to 12:50	Lunch
12:55 to 2:20	Period 3
2:25 to 3:25	Meeting

C2 Day

8:30 to 9:55	Period 4
9:55 to 10:10	Recess
10:15 to 11:46	Period 5
11:46 to 12:19	Lunch
12:24 to 1:49	Period 6
1:55 to 3:20	Period 7

C3 Day

8:30 to 9:55	Period 1
9:55 to 10:10	Recess
10:15 to 10:52	CAP
10:58 to 12:23	Period 2
12:23 to 12:56	Lunch
1:01 to 2:26	Period 3
2:26 to 3:20	Tutorial

C4 Day / Friday - B2 Day

8:30 to 9:55	Period 4
9:55 to 10:10	Recess
10:15 to 11:46	Period 5
11:46 to 12:19	Lunch
12:24 to 1:49	Period 6
1:55 to 3:20	Period 7

GRADS JUST WANNA  HAVE FUN... SAFELY!

MoHS PROJECT GRADUATION

September 2014

Project Graduation Updates- Class of 2015!

Sign up Early for a memorable grad night of FUN.....This will be a night you won't ever forget!

Project Graduation 2015 Registration Forms are available in Ms. Sablan's Room, Q202 and in the front office. If you would like to receive email updates from MOHSPG2015, please email us at MOHSPG201501@gmail.com to be placed on the email list.

Early-Bird Registration is \$150 until Friday, Sept.30! Oct. 1-Dec. 19=\$200 After Dec. 19= \$275

All forms must be completed and payment must be made by the dates indicated in order to receive the discounted prices.

Please place payment in the red Project Graduation Box in the front office.

Any questions? Contact Lisa Chan and Lynda Agena at MOHSPG201501@gmail.com.

FAQs on MOHS Project Grad

1. **What is Project Graduation?** *Project Graduation is for classmates to get together one last time before heading off to future endeavors. The Fun-Filled overnight event is Alcohol & Drug-Free and fully chaperoned to keep our students safe.*
2. **Why do we have Project Graduation?** *The night of graduation is the riskiest time for teenagers to be on the road nationwide. By keeping graduates in a safe and fun environment, Project Graduation has reduced the number of fatalities occurring on graduation night.*
3. **Does Project Graduation receive school subsidies?** *No! We do not receive any funding from the school. We need to raise funds, starting from the Freshmen year to Senior year and pool our fundraising so each graduating class can hold a Project Graduation Event every year.*
4. **What's the difference between MOHS Project Graduation United and the Project Graduation Committee for the Graduating Class?** *We all make up MOHS Project Graduation !! Project Graduation United steers the fundraising efforts needed to fund the event(besides registration fees, other funds are needed). The Project Graduation Event Committee plans and implements the annual event for the graduating class. Volunteers help in one or both!*
5. **How Can I Help?** *Help volunteer for the Event Check-In, Check-Out, Fundraisers and attend the **PGUnited Meetings on the last Tuesdays of the month at Ranch 99 Wah Kung Side from 6pm. Never too early or too late to get involved for your child's Project Graduation!!***



6. **Meet Your Project Grad TEAM:**

PG15 Co-Chairs—Lisa Chang and Lynda Agena
PG16 Co-Chairs—Sandy & Kimo Kekawa and Jodi Sope
PG 17 Co-Chairs—Harry & Jojo Alonso
PG18 Co-Chairs—Open
PGUnited Co-Chairs –Kris Miyashiro and Lionel Mitsuya
PGUnited Secretary—Open
PGUnited Treasurer--Open

Save the Date—12/13/14 Saturday

Project Graduation Booth at MOHS Winter Craft Fair

Featuring our Onoliscious Fried Rice, Cookbooks, Gold Cards, Zippy's Tickets, Reusable Bags & Much More! Need lots of Volunteers!
Stay Tuned for More Info on our FUNraisers!!



HI-5 Recycling – Sept. 13, Oct. 11 Sat. 8am to 12:00pm

Moanalua HS Parking Lot, Fire Station Side

Donate your HI-5 aluminum cans, plastic & glass bottles **50% of Recycling Donations go to the Graduating Class!!**



STATE OF HAWAII
DEPARTMENT OF EDUCATION
MOANALUA HIGH SCHOOL
2825 ALA ILIMA STREET
HONOLULU, HAWAII 96818

August 2014

Aloha!

The Family Educational Rights and Privacy Act (FERPA) requires, in certain circumstances, that the Hawaii Department of Education (HIDOE) obtain written consent of the parent, guardian or eligible student (18 years old or older) before releasing personally identifiable information from the student's education records. HIDOE can designate some information to be "directory information," which can be released without consent, unless the parent, guardian or eligible student has "opted out" in writing. Directory information is typically student information used in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a school play
- The annual yearbook
- Class, team, or school club photograph
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Releasing directory information is not considered harmful or an invasion of privacy, and therefore HIDOE can release this information to outside organizations without written consent of the parent, guardian or eligible student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

HIDOE has designated the following information as directory information:

- Student's name
- Address
- Telephone number (Including unlisted numbers)
- Digital image, photograph or video
- Month/year and country of birth
- Enrollment/Withdrawal dates
- Grade (class) level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Certificates of Completion (e.g. diploma), Honors and Awards received
- The most recent educational agency, institution, or school attended
- Graduation date

HIDOE makes every effort to release directory information only when doing so will not create a negative impact on students. For example, in certain cases involving outside agencies that wish to obtain and use student information for non-school or marketing purposes, HIDOE will first ask for written consent prior to releasing information pursuant to the Protection of Pupil Rights Amendment (PPRA). Further, HIDOE uses the "Student Publication/Audio Release" form to obtain consent to use audio recordings of students and images or recordings of students' work in HIDOE media, for staff professional development, and for student teacher training. However, if a parent, guardian or eligible student does not want HIDOE to release the student's directory information without HIDOE first obtaining consent, the parent, guardian or eligible student may "opt out" in writing.

HIDOE also provides military recruiters, upon request, with secondary students' names, addresses and telephone listings, including unlisted numbers, as required by the Elementary and Secondary Education Act of 1965 (ESEA) as amended by

the No Child Left Behind Act of 2001 (NCLB). The HIDOE releases this specific student data for students in grades 11 and 12 at least once a year to the Inter-Service Recruitment Council (IRC), which in turn releases the information to designated military recruiters in Hawaii. Parents, guardians or eligible students may inform HIDOE in writing that they do not want the student's information released to military recruiters without written consent.

Directory Information Opt Out Instructions – If you do not want HIDOE to disclose directory information, you must:

1. File a legible, signed written request to the school within 10 working days after enrollment if the student has not been previously enrolled. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to the extent that laws, regulations, or policies authorize such disclosures without consent.
 - For your convenience, the "Non-Disclosure of Information (Opt Out)" form is available upon request at Moanalua High School's Registrar Office or online at <http://bit.ly/FERPAHI>.
2. Include the student's name, birth date, and name of school.
3. Specify whether ALL directory information or which specific category should not be disclosed.
 - **Please be aware that if you chose to withhold or opt out of ALL directory information categories, the school would not be able to release student information, without prior consent, to colleges, prospective employers, companies providing class rings or photographs and to other organizations or individuals. The student's information would be prohibited from the yearbook, school newspaper, commencement program, sports activity sheets, honor roll, etc. In other words, this is a total "black out." The parent, guardian, or eligible student would have to consent to each requested release.**
4. Deliver your request to Moanalua High School Registrar Office; your request will be kept on file until the parent, guardian, or eligible student amends or withdraws the request(s).

Military Recruiter Information Opt Out Instructions – If you do not want the DOE to disclose student's name, address and telephone listing to military recruiters, you must:

1. File a legible, signed written request to the school within 10 working days after enrollment if the student has not been previously enrolled. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to military recruiters to the extent that laws, regulations, or policies authorize such authorize such disclosures without consent.
 - a. For your convenience, the "Opt Out Form for non-disclosure of secondary school student's name, address, and telephone listing to military recruiters" form is available upon request at [school name]'s [name of office] or online at <http://bit.ly/FERPAHI>.
2. Include the student's name, birth date, and name of school.
3. Deliver your request to Moanalua High School's Registrar Office; your request will be kept on file until the parent, guardian, or the student amends or withdraws the request(s).

Please note that a written request to opt out of the release of directory information does not apply to military recruiter information, or vice versa. In other words, two (2) separate written requests must be submitted if you wish to opt out of both the release of directory information and military recruiter information.

Robin Martin, Principal

NEIL ABERCROMBIE
GOVERNOR



KATHRYN S. MATAYOSHI
SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 1, 2014

Dear Parents,

Aloha! We have been working hard to improve our public school system. I'd like to bring to your attention some exciting changes coming up in School Year 2014-15 that will support your child's academic success.

Our goal is to prepare all students with the skills necessary to succeed in a career, college, and as global citizens. The **Hawaii Common Core** sets out what your child needs to know and be able to do in order to succeed in the 21st century. The Hawaii Common Core creates clear expectations in key areas: reading, writing, speaking and listening, language and mathematics. More information on the Hawaii Common Core, including ways you can support your child at home, can be found at HawaiiPublicSchools.org.

The transition to the new learning expectations in the Hawaii Common Core also comes with a new annual state test to replace the reading and math Hawaii State Assessment (HSA), called the **Smarter Balanced Assessment System**. Unlike the old HSA, these new tests will measure what students know *and* how well they can apply their knowledge to real world situations. Just like the HSA, the Smarter Balanced Assessments will be administered in the spring of each school year, for grades 3-8 and 11, in English language arts and math.

The combination of the new Hawaii Common Core and the Smarter Balanced Assessments means a more rigorous system that values the deeper knowledge and skills that are particularly important to students' futures, including problem solving, writing, and critical thinking. At the end of this school year, you may see a change in your child's test scores. This does not mean students are learning less or that teachers and schools are performing worse than last year. This first-year of Smarter Balanced results sets a **new baseline** that, going forward, will provide a clearer picture of how well students are progressing toward graduating ready for college and careers. The Hawaii Common Core are new, challenging learning expectations and we know students may struggle at first. We will continue supporting teachers and principals as they shift instruction to meet students' needs.

Please visit our website at HawaiiPublicSchools.org to learn more about how we are working to make positive changes to our public schools. We welcome your feedback in our efforts as we work together toward shared goals in serving all students and preparing them with the skills to succeed in life.

Very truly yours,

A handwritten signature in black ink, appearing to read "K. Matayoshi", written over a white background.

Kathryn S. Matayoshi
Superintendent



STATE OF HAWAII
DEPARTMENT OF EDUCATION

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and eligible students (18 years of age or older) certain rights with respect to student education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents, guardians, or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents, guardians, or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents, guardians, or eligible student believe are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents, guardians, or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write the school principal, clearly identifying the part of the record they want changed, and specifying how it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the school decides not to amend the record as requested by the parents, guardians, or eligible student, the school will notify the parents, guardians, or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents, guardians, or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, persons employed by the Hawaii State Department of Health who attends to students, or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional educational responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the Hawaii Department of Education (HIDOE) and/or the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the HIDOE office to file a complaint are:

Data Governance Office
Hawaii Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804

A complaint may also be filed electronically via email, at FERPA@notes.k12.hi.us.

The name and address of the U.S. Department of Education office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA permits the disclosure of PII from a student's education records, without consent of the parents, guardians, or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, disclosures to the parents, guardians, or eligible student, and/or disclosures based on parent, guardian, or eligible student consent, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents, guardians, and eligible students have the right to inspect and review the record of disclosures.



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)

The federal PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The Hawaii Department of Education (HIDOE) will notify parents of students who are scheduled to participate in specific activities or surveys that involve one or more of the protected areas listed above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. HIDOE will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys that involve one or more of the protected areas and be provided an opportunity to opt their child out, as well as an opportunity to review any pertinent surveys. The following are the general categories of activities or surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution,
- Administration of any protected information survey,
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington,
DC 20202-5901

Translations of this document are available in 14 non-English languages.
Translations can be found online at <http://ferpa.k12.hi.us>



STATE OF HAWAII
DEPARTMENT OF EDUCATION

**Notice To Secondary School Students and Parents/Guardians of Secondary Students
Military Recruiters' Request for Student Information**

The federal No Child Left Behind Act requires the Department of Education (DOE) to provide to military recruiters, upon their request, the name, address, and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students. Secondary school students are defined as students enrolled in middle, intermediate and high schools. It also applies to students in grades 7 through 12 in combination elementary/secondary schools (e.g., K-7, K-8, K-9, K-11, K-12, 7-12).

If any secondary student or the parent/guardian of a secondary student **does not** want the DOE to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information. To do this, a legible, signed written request needs to be submitted to the school office. The request must contain the school name and the student's name and birth date. Although not legally required, the DOE has developed an "opt out" form for military recruiting to facilitate response from students or their parents/guardians. The form can be downloaded from the DOE web page at <http://doe.k12.hi.us>.

You have 10 working days (i.e., when the school office is open for business) after you receive this notice to file your written request. However, "opt out" requests will be accepted at any time during the school year. If a request comes in after student lists have been turned over to the military's Inter-Service Recruitment Council (IRC), the opt-out request will apply to future lists HIDOE submits to the IRC.

The school will keep a copy of your request on file. **If an "opt out" for military recruiters was filed with the school last school year, the request will be honored until the student leaves the Hawaii DOE public school system or until the submitter rescinds the "opt out" request.**

If the secondary school student or the student's parent/guardian does not opt out or request non-disclosure, student information will be provided to the military recruiters as required by law.



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Notice for Directory Information

DIRECTORY INFORMATION - The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Hawaii Department of Education (Department), with certain exceptions, obtain parent, guardian, or eligible student (18 years of age or older or emancipated) consent prior to the disclosure of personally identifiable information (PII) from the student's education records. However, the Department may disclose appropriately designated "directory information" without written consent unless the parent, guardian, or eligible student informs the Department in writing that he or she does not wish the student's "directory information" to be released per the "How to Opt Out or Request Non-Disclosure" section below. The primary purpose of directory information is to allow the Department to include this type of information from the student's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing the student's role in a drama production
- The annual yearbook
- Class, team, school or club photograph
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's, or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture or market class rings or publish yearbooks, and colleges and universities.

The Department has designated the following information as Directory Information:

- Student's name
- Address
- Telephone number (Includes unlisted numbers)
- Digital image, photograph or video
- Month/year and country of birth
- Enrollment/Withdrawal dates
- Grade (class) level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Certificates of completion (e.g. diploma), honors and awards received
- The most recent educational agency, institution, or school attended
- Graduation date

HOW TO "OPT OUT" OR REQUEST NON-DISCLOSURE

Parents, guardians, and eligible students need to submit a legibly written and signed request to the school. The request must contain the school name and the student's name and birth date. Parents, guardians, and eligible students will need to indicate whether ALL directory information or specify which directory information categories should not be disclosed. Schools may also provide Form CHP-34-1 "Non-Disclosure of Information (Opt Out)" upon request; forms are available for download at <http://bit.ly/FERPAHI>.

Parents, guardians, and eligible students should be aware that if they chose to withhold or opt out of ALL directory information categories, this would prevent the release, without prior consent, to colleges, prospective employers, companies providing class rings or photographs and to other organizations or individuals. The student's information would be kept out of the yearbook, school newspaper, commencement program, sports activity sheets, honor roll, etc. In other words, this is a total "black out." The parent, guardian, or eligible student would have to consent to each requested release.

For students in a secondary school (i.e. middle, intermediate, high schools or students in grades 7 through 12 in multi-level schools), there is an additional notice on military recruiters requesting student information (titled "Notice To Secondary School Students and Parents/Guardians of Secondary Students-Military Recruiters Request for Student Information"). Parents, guardians, and eligible students should read the notice and decide whether or not they desire to withhold the student's name, address, and telephone number from military recruiters. If they desire to withhold the information, they must file a legible, signed written request for non-disclosure to military recruiters (i.e. opt out) in addition to any other non-disclosure (i.e. opt out) that is filed for directory information, available online at <http://bit.ly/FERPAHI>. Schools may also provide Form RS 12-1056, "Opt Out Form for Non-Disclosure of a Secondary School Student's Name, Address, and Telephone Listing to Military Recruiters" upon request.

Parents, guardians, and/or eligible students have 10 working days after enrollment, if the student has not been previously enrolled, to file a legible, signed written request to the school requesting that the directory information not be released. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to the extent that laws, regulations, or policies authorize such disclosures without consent.

Translations of this document are available in 14 non-English languages.

Translations can be found online at <http://bit.ly/FERPAHI>

Moanalua High School
2825 Ala Ilima St.
Honolulu, HI 96818

**NON-PROFIT
ORGANIZATION
U.S. POSTAGE
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Current Resident or: